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DFMC  
8 May 98

From: Commander, Marine Corps Systems Command  
To: Distribution List

Subj: GUIDANCE FOR THE PREPARATION AND SUBMISSION OF THE  
USMC FY 2000 AND FY 2001 INVESTMENT BUDGET ESTIMATES  
FOR THE DEPARTMENT OF THE NAVY (DON) BUDGET REVIEW  
(CHANGE 1)

Ref (a) MARCORSYSCOM DFM ltr 7110 of 23 Apr 98

Encl (1) Funds Distribution Control Sheet  
(2) Category/Sub-category Glossary  
(3) OP-32 Special Interest Exhibit  
(4) MCTSSA PDSS Exhibit

1. Purpose:

The purpose of this change is to provide additional guidance/instruction on the preparation and completion of O&M, MC portion of the budget estimates for the Department of the Navy Budget Review.

2. Action.

a. Modify paragraph 2(d) of the reference to include the following guidance specific to O&M: "For O&M, FY98 controls incorporating all execution changes through 7 May 1998."

b. Modify paragraph 2(g) of the reference to include the following:

"Additionally, O&M controls are being issued by category to PM's/Dirs (i.e. Acq Spt, PDSS, etc.) rather than by programs. This change is necessary to allow Program Managers flexibility in identifying/establishing the programs requiring funding in FY98-FY01. The PM will need to provide DFM with a detailed list by program, funding

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level, and fiscal year to support the O&M control numbers. Enclosure (1) should be used for this purpose. This needs to be completed for FY98-FY01. Enclosure (7) of the reference needs to be completed for each program identified. Profiles which reflect increases or decreases in funding from year to year will need to be justified in detail. In an effort to assist you in completing enclosure (7) a glossary of categories is included in enclosure (2)."

c. Modify paragraph 2(j) in the reference to reflect the following: The special Interest Exhibits required for O&M include PB-15, OP-32 and MCTSSA PDSS (for MCTSSA only). The guidance and format for completion of the PB-15 is provided in the reference. The guidance and format for completion of the OP-32 and the MCTSSA PDSS exhibits are provided in enclosure (3) and (4) respectively.

3. For additional information regarding this letter the point of contact is Maj C.N. Brown at DSN 278-1415 or commercial (703) 784-1415.

//signed//  
GAYE L. EVANS  
By direction

Distribution:  
MARCORSYSCOM PM/Dirs  
MCTSSA

## **OP-32 SPECIAL INTEREST EXHIBIT**

OP32-The OP32 needs to be completed by MCTSSA and any PM/Dir that send funds to any Defense Working Capital Fund. Instructions for proper completion of OP32 are attached in enclosure (10). An electronic copy of OP32 will be forwarded along with controls for your convenience. Formally (DBOF)

## **MCTSSA PDSS EXHIBIT**

-MCTSSA PDSS: MCTSSA is the only activity to complete this form. The purpose of this datacall is to collect information for a detailed breakout of the PDSS program costs. This information/data is necessary to assist us in supporting our NAVCOMPT submission. For your convenience an electronic copy of the form is attached. Category definitions are included on the form.